CHIEF DEPUTY COUNTY TREASURER

SUMMARY

Perform the more complex clerical and accounting duties as chief deputy to the County Treasurer; acts as County Treasurer in the Treasurer's absence; prepare receipts and other financial records; receive cash and make deposits; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of the County Treasurer.

SUPERVISION EXERCISED

Supervision is exercised over all personnel in the office of the County Treasurer.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (these examples do not include all of the duties which the employee may be expected to perform.)

1. Executes the office of Treasurer in her absence; assists the County Treasurer in the overall supervision of the operations of the Treasurer's office.

2. Maintain the general ledger. Make entries into journals.

3. Assists Treasurer in making, recording and cashing investments.

4. Assists in the settlement of taxes with the township and city treasurers annually.

5. ~~Prepares the Annual State Tax Sale, with responsibility for accuracy and legality.~~

6. Audits cash drawers and prepares bank deposits for various banks. Balance receipts to cash.

7. Calculates and collects delinquent taxes, issues tax receipts and redemptions, issues receipts specifying the fund to which monies are to be applied.

8. Answers correspondence and telephone inquiries relating to tax matters including bankruptcies, redemptions and reconveyance. Also answers inquiries relating to the general ledger and fund accounting.

9. Deciphers legal descriptions of property and locates parcel descriptions on the tax map and in the tax roll.

10. Reconcile bank statements.

11. Types correspondence, records and reports; requisitions necessary supplies and materials; prepares and maintains various records and special and regular reports.

12. Calculate, record and remit refunds and collections from governmental units for tax tribunals, board of reviews and State chargebacks.

13. Operate typewriter, computer, word processing and office duplicating equipment.

CHIEF DEPUTY COUNTY TREASURER (Cont'd)

14.   Perform related work as required and waits on counter.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Thorough knowledge of modern bookkeeping practices and procedures.

Thorough knowledge of the statutes and requirements pertaining to taxation in the State of Michigan.

Thorough knowledge of modern office practices and procedures.

Thorough knowledge of property description work.

Ability to prepare operating and statistical tabulations and reports and to make difficult mathematical computations with speed and accuracy.

Skill in the use of a typewriter.

Ability to establish and maintain effective working relationships with other employees and elected officials.

Ability to effectively communicate with the general public which, in many cases requires discretion and sensitivity.

Ability to work effectively with numbers to complete duties 3 through 7 and 12.

Ability to communicate effectively to complete duties 1, 8 and 11.

Ability to see well to complete duties 3 through 13.

Ability to hear well to complete duties 1, 8 and 11.

High school graduation or equivalent, including or supplemented by coursework in business accounting, and office procedures and practices, and three (3) years progressively more responsible governmental experience and training that would provide the knowledge, ability and skills to meet the responsibilities listed herein. Associates Degree Accounting or related field of study.

A valid driver's license.

Must be bondable.